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30 August 1957

Imq.

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## MEMORANDUM FOR THE RECORD

SUBJECT : JOT Program

REFERENCE: Memorandum for the Record dtd 23 Aug 57 fr SA-DB/s,  
subj: OTR Operating Budget FY 1958

In accordance with paragraph 2(c) of referenced memorandum a follow-up meeting was held in the East Building Conference Room on 26 August, to discuss further the ceiling and budgetary problems of the JOT Program. During the course of the meeting the subject of External Training was also discussed. Present were Colonel White, Messrs. Baird, [REDACTED] Saunders, [REDACTED] (representing the Office of the DD/P), and [REDACTED] (representing the Office of the DD/I).

A. JOT Program

(1) Colonel White opened the meeting by saying that it was his view -- and he believed the view of the other Deputy Directors -- that the JOT Program is one we should expand rather than cut back. He said, however, that with a ceiling of [REDACTED] the time that a JOT spends on the JOT rules must be shortened and ways devised to permanently assign JOTs promptly upon completion of adequate training.

(2) The discussion brought out the need for an Agency policy which would insure that JOT rules were exhausted before recruiting elsewhere for candidates for vacancies which could be filled by JOTs. Examples were given where lateral recruitment efforts brought into the Agency employees who were subsequently nominated for the JOT Program and found not to be up to JOT standards. In a couple of instances it was questionable as to whether the employees even should have been hired. [REDACTED] indicated that present controls in DD/P would preclude lateral recruitment of this kind taking place in the future.

(3) Mr. Baird reiterated his feeling that the Office of Personnel should determine all those jobs that could be filled by JOTs, and then, on the basis of anticipated attrition rates, arrive at a firm figure which could be used as a guide in recruiting JOTs.

JOB NO. [REDACTED] BOX NO. [REDACTED] FID NO. [REDACTED] DOC NO. [REDACTED] NO CHANGE  
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B. External Training

(1) The question of ceiling for External Training was discussed and it was the general consensus that employees nominated and approved for External Training programs should be charged against their home office or the office which is to benefit from the training.

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(2) Regarding the [REDACTED] program for overseas language training, Colonel White suggested that it might be wiser to establish a "kitty" for this program, rather than charging individuals selected against their home office. It was agreed, however, that to obtain a "kitty" for this program would require levying additional cuts on various offices which, in view of recent cuts, would aggravate the problem with which various components are trying to cope in getting down to ceiling. No decision was reached on this latter point.

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[REDACTED]  
Executive Assistant to the  
Deputy Director (Support)

Distribution:

Orig-DD/S subject

1-D/Training

1-JCI ([REDACTED])

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1-Comptroller

1-C/Budget

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1-O/DE/I ([REDACTED])

1-DD/S

Colonel [REDACTED] Reading

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